

Region 6  
Cost Share Guidance  
For  
OPERATIONS

This guidance is intended to support Operations personnel in providing necessary documentation for the accurate implementation of the incident cost share.

As Division Supervisors and Operations Section Chiefs, your careful tracking of resource information, provided in a timely manner, provides the Agency's, their Administrators, and the Finance Section necessary information to implement, or change, as needed, the processes for determining each agency's portion of incident costs.

**Incident Information:** The XXXXXXXX Fire is a multi-jurisdictional fire. Fire costs will be shared between the jurisdictions. A Supplemental Fire Suppression and Cost Share Agreement has either been, or is, in the process of being created, specifically for this incident. It will be negotiated and signed by Agency Administrators or their representative. Careful tracking and allocation of Operations costs to each agency jurisdiction is critical for all of the agencies involved with this incident.

The jurisdictional agencies participating in this cost share are:

- ☐ State of Oregon - Department of Forestry
- ☐ State of Washington - Department of Natural Resources
- ☐ USDI – Bureau of Indian Affairs
- ☐ USDI – Bureau of Land Management
- ☐ USFS – Forest Service
- ☐ Other \_\_\_\_\_

**Responsibilities:**

As a member of the Operations Section your support and assistance are needed to make sure fire costs are allocated correctly between each of the jurisdictional agencies. Thorough documentation, of who is working, and where and when, based upon the best information available, at the time, will save the District's and Forests countless hours of reconstructing the activities which occurred on the ground, as the cost share is being reconciled months later.

- **OPTION 1:** Costs for ground resources will be shared by percent of effort by jurisdiction. Agency Administrators, or designee, will agree upon each operational period the percent of effort, based upon the objective of the jurisdictional effort, note the percentage on the front of the IAP for each operational period and all administrators will sign, as verification, of the percent split.

***Division Supervisor (DIVS) with Single Jurisdiction Incident***

- Review ICS 204 (Division Assignments) which is included in shift IAP.
- Ensure corrected IAP resources are documented in IAP.
- At the end of shift, give the annotated ICS 204 to the Operations Section Chief, Plans Chief, as determined by team SOP.

### ***Operations Chief working with (DIVS) with Multiple Jurisdictions***

- Review ICS 204 (Division Assignments).
  - Based on the objectives of the Cost Share Agreement, is the effort based on the work happening on current jurisdictional lands, or is the objective to protect adjacent jurisdictional lands.
  - Determine the approximate location of jurisdictional boundary lines in that jurisdiction, and provide a brief description or note on a map.
  - Determine on which jurisdiction resources have worked for most of the shift. Don't try to split resources between Divisions during a single day. Record an overall percentage on the cover of the IAP.
  - Meet with the Agency Administrators and review your overall percentage determinations, or give the corrected IAP to the Finance Section Chief. Determine this process at the beginning of the incident to ensure you understand how the process will occur.
- **OPTION 2:** Costs for ground resources will be shared based on the final percentage of acres burned by jurisdiction, (or) by fire line perimeter acres, per jurisdiction.

### ***Operations Section Chief (OSC1/OSC2)***

- No action or documentation needed.
- **OPTION 3:** Costs for ground resources will be shared by boots-on-the-ground for jurisdictional responsibility. Agency Administrators, or designee, will agree upon each resource's jurisdictional workload, whether this be for the lands that resources are working on, (or) in an effort to protect adjacent jurisdictional lands. This will be noted on the ICS 204 in the IAP, next to each resource, per division, per shift. Each Agency Administrator will sign the front of the IAP as verification of boots-on-the-ground.

### ***Division Supervisors (DIVS) on Every Division***

- Based on the objectives of the Cost Share Agreement, is the effort based on the work happening on current jurisdictional lands, or is the objective to protect adjacent jurisdictional lands.
- Review ICS 204 (Division Assignments) Note on the ICS-204 those resources that are missing, or not assigned to the correct Division.
- Determine the approximate location of jurisdictional boundary lines on the Division.
- Using your best judgment, determine on which jurisdiction each resource has worked on, (or) protected (based on the cost share), for most of the operational period. Don't try to split resources between jurisdictions during a single day.
- Record that information on the ICS 204 for each resource. i.e., identify each resource with some type of agency identifier such as "O" for ODF.
- At the end of shift, give the annotated ICS 204 to the Operation Section Chief as determined by team SOP.

### ***Operations Section Chief (OSC1/OSC2)***

- Collect annotated ICS 204's from DIVS at the end of operational period.
- Review ICS 204's for clarity, completeness, and accuracy.
- Either meet with the Agency Administrators and review the DIVS annotations, or give the annotated ICS 204's to the Finance Section Chief. Determine this process at the beginning of the incident to ensure you understand how the process will occur.